

State of California
DUTY STATEMENT

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

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|--|---------------------------|---|-------------------------|----------------------|
| RPA Control No.# | | C&P Analyst Approval | | Date |
| Employee Name | | Division Department of State Hospitals-Metropolitan | | |
| Position No / Agency-Unit-Class-Serial 487-xxx-7609-xxx | | Unit Psychiatry | | |
| Class Title Senior Psychiatrist (Supervisor) | | Location Admin | | |
| SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | CBID S16 | WORK WEEK GROUP SE | PAY DIFFERENTIAL | WORKING HOURS |

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Under the direction of the Medical Director, the Senior Psychiatrist will supervise Staff Psychiatrists and other professional personnel giving psychiatric care to mentally ill patients; give psychiatric services to such patients; and do other related work.

| % OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.) |
|-----------------------------|--|
| 55 % | <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Area 1 - Consultation, Coordination and Evaluation</p> <ol style="list-style-type: none"> 1.1 Serves as a consultant to the Medical Director, Program Directors, and other administrative offices and departments on clinical matters, as well as to the Medical Staff on issues of psychiatric medical practice. 1.2 Studies and evaluates the Medical and/or Psychiatric aspects of treatment programs of the hospital for quality of such services and conformance to state and federal statutory codes and conformance criteria of accrediting agencies and makes recommendations with relation to findings. 1.3 Surveys specific elements of the treatment system, as assigned, to make recommendations for change of improvement. 1.4 Evaluates special patient problems as consultant in relation to the effectiveness of treatment plans. 1.5 Monitors adherence of physicians to psychopharmacology guidelines. |
| 25 % | <p>Area 2 - Liaison</p> <ol style="list-style-type: none"> 2.1 Assists in establishing and maintaining liaison and cooperative relationships with the Medical Profession and allied groups. |

- 2.2 Assists in the coordination of medical and psychiatric activities with those other clinical specialties such as nursing, psychology, psychiatric social work and rehabilitation therapy.
- 2.3 Serves as a leader in the hospital's Risk Management Team.

MARGINAL FUNCTIONS

15 %

Area 3 – Recruitment and Training

- 3.1 Assists the Medical Director in the recruitment of new psychiatrists.
- 3.2 Assists in the ongoing credentialing and privileging powers of psychiatrists.
- 3.3 Ensures appropriate orientation and training of all new psychiatrists.

5 %

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

Under the general direction of the Medical Director

SUPERVISION EXERCISED

Supervision of Staff Psychiatrists and Psychiatric Nurse Practitioner.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to, working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and

pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Restraint and Seclusion: Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters
- Use of a computer and proficiency in computer programs that include, but are not limited to: Orchard Lab Ordering System, Microsoft Word, Adobe Acrobat, and WaRMSS programs

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the Board of Osteopathic Examiners.

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
 - Maintain a professional appearance;
 - Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
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- Comply with hospital policies and procedures.
 - The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
